



Palmyra School District

Palmyra, NJ 08065

NOTICE OF MEETING

NOTICE is hereby given by the Palmyra Board of Education that a meeting will be held:

Day: Wednesday
Date: May 13, 2015
Time: 7:00 p.m.
Location: Charles Street School Gymnasium

The purpose of this meeting to the extent now known involves the following matters:

Routine Business	Application for Graduate Course/Tuition
Enrollment Report	Reimbursement
Fire/Emergency Drills	Business, Finance & Operations
Health Report	Certification
HIB Report	Nursing Services
Violence, Vandalism & Substance Abuse Report	Food Services Management
Substitute	NJ EXCEL, Model 4 Program
Volunteer	Direct Deposit Program
Resignation	Travel Expenditure
Check Register	Bid and Quotation Thresholds
Board Secretary & Treasurer Reports	Authorization to Process Invoices for Payment and Account Transfers
Cafeteria Report	Insurance Renewals
Transfer Report	403(b) Providers
Minutes of Regular Meeting 4/15/15	Cafeteria Plan Manager
Minutes of Special Meeting 4/28/15	Bank Accounts
Minutes of Special Meeting 4/29/15	Authorization to Initiate Fund Transfers
Travel & Professional Development	ACES
Personnel	Transportation Agreements:
- Intent to Retire	- Burlington County Joint Transportation
- Treasurer of School Monies	- Burlington County ESU
- Qualified Purchasing Agent	- Cinnamon Board of Education
- Board Secretary, Agency Compliance Officer, Custodian of School Records, School Alliance Insurance Commissioner	- Maple Shade Board of Education
- Certified Educational Facility Manager, AHERA Manager, IPM Coordinator	Cooperative Pricing Agreement with Burlington County Board of Chosen Freeholders
- School Safety & Security Officer	Neurological Development Evaluation
- Affirmative Action Officer, Homeless Liaison, HIB Coordinator, Title IX Officer	Policy & Curriculum
- Part time Network Technician	Field Trips
- Authorization to Appoint & Transfer Staff	Student Activities
- Reappointment of Non-Tenure Certificated Staff	Policies/Regulations
- Reappointment of Tenured Certificated Staff	Homebound Instruction
- Reappointment of Non-Certificated Staff	American Legion Boys' and Girls' State Program
- District Level Transfers	
- Part Time to Full Time Assignments	
Approve Business Administrator's Contract	
Fall Practicum	

Notices Sent To:
Palmyra Borough Clerk
Burlington County Times
Philadelphia Inquirer
Courier Post
The Trend

Notices Posted At:
Board Office
Charles Street School
H. S. Library (Bulletin Board)
H. S. Office (Bulletin Board)
Palmyra Borough Hall
Palmyra Post Office
Board Members

William R. Blatchley
Board Secretary

May 8, 2015
Date



PALMYRA BOARD OF EDUCATION PALMYRA, N.J. 08065

Brian J. McBride
Superintendent of Schools

Administrative Office
301 Delaware Avenue
856-786-9300
FAX: 856-829-9638

William R. Blatchley
*Business Administrator/
Board Secretary*

The Mission of the Palmyra Public School District is to work cooperatively with the available resources of home and community, including business and industry, to offer each child the educational opportunities that will enable him/her to function politically, economically, and socially in a democratic society and to fully facilitate their development within a safe and secure school

+Document Provided
*Added after meeting notice

AGENDA

MAY 13, 2015

1 Call to Order

The Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend meetings of the public bodies, at which time any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Palmyra Board of Education has caused notice of this meeting to be published by having the date, time, place and purpose thereof posted at Palmyra Borough Hall, the high school library bulletin board, and board offices; mailed to the Palmyra Borough Clerk, Burlington County Times, Courier Post, Philadelphia Inquirer, and the Trend on May 8, 2015.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Mr. Keith Austin, Vice President
Ms. Nancy Brett, President
Ms. Lori Gilmore
Mr. John Gural
Mr. John Kay
Mr. Howard Norcross
Mr. John Quigg
Mr. Mark Russell
Mr. Warnock, Riverton Representative
Ms. Knudson, Beverly Representative
Mr. Gravano, Student Representative

5 Presentations
5.01 Students

6 Closed Session

WHEREAS, N.J.S.A. 10:4-6, et. Seq. (Open Public Meetings Act) provides that the *Palmyra Board of Education* may exclude the public from that portion of the meeting at which the *Board of Education* discusses certain matters as set forth in N.J.S.A. 10:4-12; and

WHEREAS, the Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

WHEREAS, the regular meeting of the Board of Education will reconvene following the end of the closed session, approximately 8:00 p.m. this evening

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

- X Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public.

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____

7 Return from Closed Session

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____

- 8 Reports
- 8.01 Superintendent
 - 8.02 Board Committees
 - 8.02a Policy & Curriculum
 - 8.02b Finance & Physical Plant
 - 8.02c Human Resources & Negotiation
 - 8.03 Sending District Reports
 - 8.03a Beverly
 - 8.03b Riverton

- 8.04 Student Representative
8.05 PTA

9 Correspondence

10 Public Forum for Agenda Items

The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all initial requests and comments pertaining to the operation of the School District to the Superintendent.

11 Routine Business

11.01 BE IT RESOLVED that the following reports are hereby accepted and approved:

- 11.01a +Enrollment Report – April 2015
11.01b +Fire/Emergency Drills – April 2015
11.01c +Health Report – April 2015
11.01d +HIB Report – April 2015
11.01e +Violence, Vandalism & Substance Abuse Report – April 2015
11.01f Substitute for Central Detention – Leslie Dobbs
(per the Collective Bargaining Agreement)
11.01g Volunteer: Alyssa Anderson

- 11.01h Accept the resignation of Mrs. Sandra Cintron as a member of the Board of Education effective April 24, 2015.

Voice Vote by Full Board

Motion: _____

Second: _____

Vote: _____

11.02 BE IT RESOLVED that the following reports are hereby accepted and approved:

- 11.02a +Check Register for April 2015 representing hand and machine checks totaling \$1,956,737.00
11.02b +Board Secretary's Report for March 2015 and the Treasurer's Report for March 2015 which have been found to be in agreement.
11.02c +Cafeteria Report for April 2015
11.02d +Transfer Report for April 2015
11.02e Minutes of Regular Meeting on April 15, 2015
11.02f Minutes of Special Meeting on April 28, 2015
11.02g Minutes of Special Meeting on April 29, 2015
11.02h Travel and Professional Development

<u>Staff Member</u>	<u>Name/Date of Workshop</u>	<u>Workshop Cost</u>	<u>Workshop Location</u>
David Ritchie	ISTE International Convention	464.00	Philadelphia,

	6/28/15-7/1/15	PA
Kim Hoffman	NJ Alliance for Social, Emotional, & Character Development on 5/29	85.00 NJ
Rob Reimer	ISTE International Convention 6/28/15-7/1/15	464.00 PA

Roll Call Vote Full Board

Motion: _____ Second: _____

12 Old Business - No Old Business

13 Personnel

13.01 BE IT RESOLVED that the following personnel actions are hereby approved as recommended by the Superintendent:

13.01a Accept the notification of intent to retire from Mrs. Claudia Potor effective June 30, 2015.

13.01b Appoint Ms. Donna Gidjunis as the Treasurer of School monies for the 2015/2016 school year

13.01c Appoint Mr. William R. Blatchley as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

13.01c Appoint Mr. William R. Blatchley as the Board Secretary, Agency Compliance Officer, Custodian of School Records, School Alliance Insurance Commissioner for the 2015/2016 school year.

13.01d Appoint Mr. Ronald Holt as the District Certified Educational Facility Manager, AHERA Manager, IPM Coordinator for the 2015/2016 school year.

13.01e Appoint Mr. Richard Dreby as the School Safety and Security Officer for the 2015/2016 school year at a salary of \$35,700.

13.01f Appoint Ms. Jeanne Barber as the Affirmative Action Officer, Homeless Liaison, Harassment, Intimidation and Bullying Coordinator, and Title IX Officer for the 2015/2016 school year.

13.01g Appoint Mr. Robert Reimer, part time Network Technician, for the 2015/2016 school year at a salary not to exceed \$46,189.

Roll Call Vote Full Board

Motion: _____ Second: _____

13.02 BE IT RESOLVED that the following personnel actions are hereby approved as recommended by the Superintendent:

That the Superintendent is authorized to appoint and transfer certificated and non-certificated staff during the periods of June 10, 2015 through August 12, 2015 and August 13, 2015 through September 9, 2015 with Board confirmation at the next regular meeting.

Roll Call Vote Full Board

Motion: _____ Second: _____

13.03 BE IT RESOLVED that the following personnel actions are hereby approved as recommended by the Superintendent:

- 13.03a +Reappointment of Non-Tenured Certificated staff for the 2015/2016 school year
- 13.03b +Reappointment of Tenured Certificated staff for the 2015/2016 school year
- 13.03c +Reappointment of Non-Certificated staff for the 2015/2016 school year
- 13.03d Approve the following district level staff reassignments for the 2015/2016 school year:

<u>Name</u>	<u>From</u>	<u>To</u>
Joan Camilletti	Delaware Avenue	Charles Street School
Kara Shore	Palmyra High School	Charles Street School
Kimberly Hoffman	Charles Street School	Palmyra High School

13.03e Approve the change from part time to full time employment for the 2015/2016 school year for the following employees:

<u>Name</u>	<u>Position</u>
William Devlin	Health/PE Teacher
Lisa Eckhardt	Teacher Assistant

Roll Call Vote Full Board

Motion: _____ Second: _____

13.04 BE IT RESOLVED that the following personnel actions are hereby approved as recommended by the Superintendent:

The Business Administrator's Contract for the period of July 1, 2015 through June 30, 2016 is hereby approved in accordance with N.J.A.C. 6A:23A-3.1.

13.05 BE IT RESOLVED that the following personnel actions affecting Charles Street School are hereby approved as recommended by the Superintendent:

- 13.05a Approval for Ms. Kathleen Johnson, a student at Rutgers University, to do her Fall 2015 Practicum from September 8, 2014 through December 11, 2014 under the guidance of Mr. Jeff Graiff.

13.05b Request to Enroll in Graduate Course and Apply for Tuition Reimbursement
Staff Member Course/Dates/University Reimbursement Cost
 Deborah Falcone School Law EDL-550/ per the negotiated

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

14 Business, Finance and Operations

14.01 Certification

Pursuant to NJAC 6:20-2.13(e), we certify that as of April 30, 2015, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of NJAC 6A:23-A-16.10(c) 3 & 4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Roll Call Vote Full Board

Motion: _____ Second: _____

14.02 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:

14.02a +Bayada Home Health Care, Inc. be approved to provide nursing services as required for the 2015/2016 school year at \$55.00/hr. and in accordance with the terms and conditions of the contract on file in the Board Office.

14.02b Nutri-Serve Food Management, Inc. be approved to provide food services management for the 2015/2016 school year, which is the third year of the current five year contract, in accordance with the terms and conditions of said contract, for a revised set fee not to exceed \$18,361.80.

Roll Call Vote Full Board

Motion: _____ Second: _____

14.03 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:

14.03a +That Mr. Blatchley is hereby authorized to enroll in the NJ EXCEL, Model 4, 1-year accelerated program for the purpose of attaining certification as a School Leader.

14.03b To enter into a Cooperative Pricing Agreement with the Burlington County Special Services School District – Educational Services Unit and the Middlesex Regional Educational Services Commission for the purchase of work, materials and supplies for the 2015/2016 school year as per agreements on file in the District Business Office.

Roll Call Vote Full Board

Motion: _____ Second: _____

14.04 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:

14.04a That in accordance with Board Policy 6511 the Board of Education has determined it will implement a mandatory direct deposit program for the 2015-2016 school year in accordance with N.J.S.A. 52:14-15h whereby all employee groups and categories will have net pay directly deposited in a specific banking institution checking, savings, shares account or accounts as designated in writing by the employee. The Board designates Beneficial Bank as the school district's institution to be used to implement the direct deposit program and has determined that temporary hourly and per diem service providers of a temporary, seasonal, as required or on call nature may be exempted from mandatory participation as the Board deems necessary.

Roll Call Vote Full Board

Motion: _____ Second: _____

14.05 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:

14.05a WHEREAS, P.L. 2007, c. 53 legislation, An Act Concerning School District Accountability, Section 15:6(p) requires that school districts establish a maximum travel expenditure amount for the upcoming 2015-2016 school year, and,

WHEREAS, the approved 2015/2016 budget of the Palmyra School District contains line item appropriations for travel expenditures for teaching staff, administrators, and Board of Education members, that the maximum travel expenditure amount for the 2015/2016 school year shall not exceed \$30,000.

14.05b The Board has determined that expenses incurred by the School Business Administrator as part of his job responsibilities are necessary and unavoidable and outside of the Board's travel policy in accordance with the terms and conditions of his employment contract.

14.05c WHEREAS, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year the annual limit as established by the Governor, and

WHEREAS, local boards of education have been advised by the Local Finance Board through (LFN 2010-13) that the Governor has authorized the following bid and quotation thresholds effective July 1, 2010,

Bid Threshold Quotation Threshold

Base Amount	\$26,000	\$3,900
With Qualified Purchasing Agent	\$36,000	\$5,400

WHEREAS, William R. Blatchley possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Palmyra School District desires to maintain its bid and quotation thresholds as provided in N.J.S.A. 18A:18A-3;

BE IT FURTHER RESOLVED that the governing body of the Palmyra School District, in the County of Burlington in the State of New Jersey hereby sets its bid threshold at \$36,000 and its quotation threshold at \$5,400.

14.05d The Business Administrator is authorized to process invoices for payment with Board confirmation at the next regular meeting.

The Business Administrator is authorized to complete account transfers with Board confirmation at the next regular meeting.

Roll Call Vote Full Board

Motion: _____ Second: _____

14.06 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:

14.06a Renewal of the District's dental insurance with Delta Dental under the Barclay Group for the 2015/2016 school year.

14.06b Renewal of the District's prescription and health insurance with the New Jersey State Benefit Plan for the 2015/2016 school year.

14.06c Renewal of the District's Property, Liability, Automobile, Boiler & Machinery, Environmental Impairment, Workers Compensation, Legal Liability and Excess Liability, Student Accident and Supplementary Indemnity Insurance with the School Alliance Insurance Fund for year two of three years beginning July 1, 2014 and ending July 1, 2017 at 12:01 a.m. EST and to be subject to the coverage's, operating procedures, bylaws and other organizational and operational documents of the fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance. The School Business Administrator, appointed School Alliance Insurance Commissioner, is authorized to execute the renewal Indemnity and Trust Agreement and to submit any and all required renewal documents to the Fund

14.06d Utilize Lincoln Investment, Van Guard and Equitable AXA as the districts 403(b) providers.

- 14.06e Renew the agreement with OMNI to serve as the Districts cafeteria plan manager.

Roll Call Vote Full Board

Motion: _____ Second: _____

- 14.07 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:
 - 14.07a That Beneficial Bank is hereby appointed as the depository for school district funds for the 2015/2016 school year.
 - 14.07b That checks drawn on the Palmyra School District Warrant Account, #2228200005, in Beneficial Bank, be signed by the Board President or Vice President, Business Administrator, and School Treasurer.
 - 14.07c That checks drawn on the Palmyra School District Unemployment Insurance Account, #2228200012 in Beneficial Bank, be signed by the Business Administrator.
 - 14.07d That checks drawn on the Palmyra School District Cafeteria Account, #2228200008 in Beneficial Bank, be signed by the Business Administrator.
 - 14.07e That checks drawn on the Palmyra School District Payroll Account, #2228200006 in Beneficial Bank, be signed by the Board President, Business Administrator, and School Treasurer.
 - 14.07f That checks drawn on the Palmyra School District Payroll Agency Account, #2228200007 in Beneficial Bank, be signed by the Board President, Business Administrator, and School Treasurer.
 - 14.07g That the Business Administrator is hereby authorized to initiate fund transfers on all Palmyra School District accounts in Beneficial Bank.

Roll Call Vote Full Board

Motion: _____ Second: _____

- 14.08 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:
 - 14.08a To enter into a contract with ACES for the purchase of natural gas and electricity for the 2015/2016 school year.
 - 14.08b To enter into the Burlington County Joint Transportation Agreement in accordance with the terms and conditions as set forth in that agreement for the 2015/2016 school year.

- 14.08c To enter into the following transportation agreements with the Burlington County Educational Services Unit:
- Special Education Summer School
 - Special Education Winter Bus Routes
 - Public, Non-Public and Vocational Schools
- 14.08d To enter into the following agreement with the Cinnaminson Township Board of Education:
- Student transportation services
 - Maintenance of school buses and vehicles
 - Purchase of automotive parts to perform the maintenance and repairs by a qualified bus mechanic
- 14.08e To enter into the following agreement with the Maple Shade Board of Education:
- Student transportation services
- 14.08f To enter into a Cooperative Pricing System Agreement with the Burlington County Board of Chosen Freeholders effective from date of approval through December 31, 2020.
- 14.09g Appoint Dr. Olga Goldfarb, Neurologist, and Cooper Pediatric Neurologists to perform Neurological Development Evaluations as needed for the remainder of the 2014/2015 school year and the 2015/2016 school year.

Roll Call Vote Full Board

Motion: _____ Second: _____

- 14.09 BE IT RESOLVED that the following business, financial and operational actions are hereby approved as recommended by the Superintendent:
- +That the Tax Levy and Tax Levy Payment Schedule for the 2015/2016 school year be approved and authorized for submission to the Borough of Palmyra.

15 Policy and Curriculum

- 15.01 BE IT RESOLVED that the following Policy and Curriculum actions are hereby approved as recommended by the Superintendent:

15.01a	<u>Field Trips</u>		<u>Grade/Subject</u>
	<u>Date</u>	<u>Destination</u>	
	June 3, 2015	Barnes & Rodin Museum	Gr. 7-12/Mr. Martin, Mrs. Crean
	June 5, 2015	Camden Riversharks	Gr. 8-12/Ms. Van Zandt
15.01b	<u>Student Activities</u>		
	•	Students in the National Honor Society will help plant flowers at Riverview Estates on May 16, 2015.	

15.01c Policies/Regulations

- Second Reading and Adoption:
– P 4212 Attendance

- 15.01d Approval for Mrs. Jamie Patchel to provide homebound instruction for student #3366744924 at a rate of \$30.00/hr. effective 4/16/15.
- 15.01e +Approve participation in the American Legion Boys' and Girls' State program from June 21-26, 2015.
- 15.01f Approve 8th grade students from Riverton to enroll in Algebra classes offered at Palmyra High School for the 2015/2016 school year.

Roll Call Vote Full Board

Motion: _____ Second: _____

- 15.02 BE IT RESOLVED that the following Policy and Curriculum actions affecting Charles Street School are hereby approved as recommended by the Superintendent:

15.02a	<u>Field Trips</u>	<u>Date</u>	<u>Destination</u>	<u>Grade/Subject</u>
		June 4, 2016	Indian King Tavern-Museum in Haddonfield, NJ	Gr. 5/Mrs. Allen
		June 9, 2015	Wheaton Village in Millville, NJ	Gr. 4/Mrs. Michaels
		June 10, 2015	PAWS Farm in Mt. Laurel, NJ	K/Ms. Adamzyk, Ms. Marron, Mrs. Mills, Ms. Mullan

The Board would like to recognize the PTA for its financial support, which helps to make many of these trips possible.

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

16 Public Forum for Additional Topics

The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all initial requests and comments pertaining to the operation of the School District to the Superintendent.

- 16.01 Recognition of members of the Public
16.02 Recognition of members of the Board

17 Adjournment

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____
Time: _____